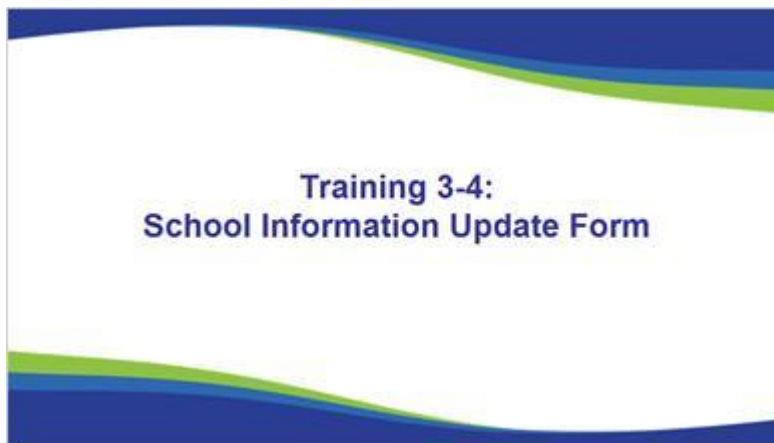




Choice Training 3-4: School Information Update Form

1. School Information Update Form

1.1 Training 3-4:



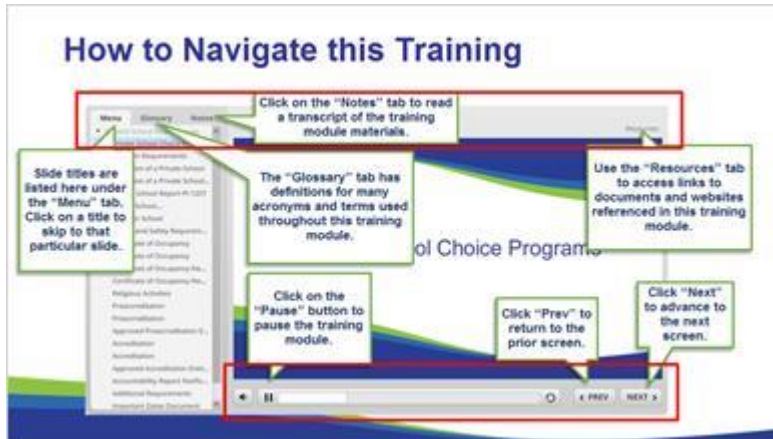
Notes:

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will provide guidance on completing the School Information Update Form.



3-4.2 How to Navigate this Training Module



Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training.

When listening to this training please note the buttons at the top of the training screen. Titles to all of the slides in this training are listed under the “Menu” tab on the top left of the training screen. You may watch the training in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.

Acronyms and terms that are used throughout this training are defined under the “Glossary” tab on the upper left side of the training screen. If you have any questions about a particular acronym or term that is used in this training, click on the “Glossary” tab to read the definition of that acronym or term.

The “Notes” tab has a transcript of the training materials as they are presented. If you wish to read along with the training, please click the “Notes” tab on the upper left side of the training screen.

We have also posted resources related to this training which can be found under the “Resources” link on the upper right hand side of the training screen.

Next please note the buttons at the bottom of the training screen. If you want to pause on or during a specific slide, please hit the “Pause” button. Clicking the “Prev” button will allow you to return to the previous slide and clicking the “Next” button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.



3-4.3 School Information Update Form

School Information Update Form

- Allows schools to make changes to information provided on the Intent to Participate (ITP) form.
- Updates to:
 - School or mailing addresses;
 - Choice administrator and administrator information;
 - Grade levels available to choice students;
- Must be submitted on the required DPI form.

Notes:

Schools that need mid-year changes or updates to information submitted on the Intent to Participate Form, or ITP, must submit the changes through the School Information Update Form. The School Information Update Form allows a school to make changes to its school address or mailing address, and Choice administrator and administrator contact information.

3-4.4 School Information Update Form

School Information Update Form

- Must be submitted on the required DPI form.

Grade Level	Available	Available	Available	Available
PK				
K				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

The School Information Update form can be found on the PSCP School Submitted Reports webpage. A link to the PSCP School Submitted Reports webpage can be accessed in the resources tab at the top of the training module screen.

General Information

GENERAL INFORMATION				
Form 1000				
<input type="checkbox"/> Executive/Regional Council Program (RPP/C) <input type="checkbox"/> Rapid Response Council Program (RPP/C) <input type="checkbox"/> Executive/Regional Council Program (RPP/C)				
School Name		Effective Date of this Designation		
Address for School Location (Street, City, State, ZIP) (Please print address of the school from which you are designating)				
School/Designation is effective for person		Middle/High School		High School
Council Administrator's Name		Title	E-mail Address	
Council Administrator's Personal Mailing Address (Please do not address other than the school address; Street, City, State, ZIP)				
<p>Under the State Board of Education's and the State Board of Education's administration of public schools participating in the Private School Choice Program (PSCP), each local school district is required to provide an equitable selection of higher education options that is the administrator's duty. The administrator shall provide the names of the accredited and approved higher education institutions and the administrator shall provide the names of the approved and approved higher education institutions and the administrator shall provide the names of the approved and approved higher education institutions and the administrator shall provide the names of the approved and approved higher education institutions.</p>				
<p>The administrator shall also provide at least one of the administrator's designations as an accredited institution of higher education.</p>				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Name of Accredited Institution of Higher Education		City	State	Designation Type

Before submitting the School Information Update form, be sure to have all required fields filled out. All fields under “General Information” are required no matter what change is being made.

List the name of the institution, the city and state where located, the degree type, and date the degree was awarded.



3-4.6 Choice Grade Levels Served on the School Information Update Form **– MPCP & RPCP only**

Choice Grade Levels Served on the School Information Update Form – MPCP & RPCP only

CHOICE GRADE LEVELS SERVED			
Indicate the grade levels the school serves for each program it participates in as indicated below.			
Note: Schools participating in the WPCP cannot make any amendments to Choice grade levels served after January 10.			
Minuteman Parental Choice Program (MPCP)		Baseline Parental Choice Program (RPCP)	
<input type="checkbox"/> KS (0.5 FTE)	<input type="checkbox"/> 6	<input type="checkbox"/> KS (0.5 FTE)	<input type="checkbox"/> 6
<input type="checkbox"/> KS (1.0 FTE)	<input type="checkbox"/> 7	<input type="checkbox"/> KS (1.0 FTE)	<input type="checkbox"/> 7
<input type="checkbox"/> KS (1.5 FTE)	<input type="checkbox"/> 8	<input type="checkbox"/> KS (1.5 FTE)	<input type="checkbox"/> 8
<input type="checkbox"/> KS (2.0 FTE)	<input type="checkbox"/> 9	<input type="checkbox"/> KS (2.0 FTE)	<input type="checkbox"/> 9
<input type="checkbox"/> 1	<input type="checkbox"/> 10	<input type="checkbox"/> 1	<input type="checkbox"/> 10
<input type="checkbox"/> 2	<input type="checkbox"/> 11	<input type="checkbox"/> 2	<input type="checkbox"/> 11
<input type="checkbox"/> 3	<input type="checkbox"/> 12	<input type="checkbox"/> 3	<input type="checkbox"/> 12
<input type="checkbox"/> 4		<input type="checkbox"/> 4	

Notes:

If the school wants to change the grades it has available to MPCP or RPCP students, the school must indicate in the “Choice Grade Levels Served” section of the form.

The school may only remove a grade if it does not have any applications that are pending an eligibility determination or have already been determined eligible in that grade.

Schools participating in the state-wide WPCP may not make any changes to the grade levels after January 10.

3-4.7 Changes to Available WPCP Student Seats

Changes to Available WPCP Student Seats

- No changes to the number of choice seats available are made with this form.
- For WPCP seats, schools notify DPI on the Intent to Participate Form (ITP) due January 10, how many choice seats the school can fill for the next year.
- Please be sure to plan for enough seats to accommodate your returning choice students.

Notes:

No changes to the number of Choice seats available are made with this form.

For WPCP seats, schools notify DPI on the Intent to Participate Form (ITP) due January 10, how many choice seats the school can fill for the next year.

Please be sure to plan for enough seats to accommodate your returning Choice students.

We will allow updates to available WPCP seats before May 1 through a separate process using OAS.

3-4.8 Changes to Available MPCP and RPCP Student Seats

Changes to Available MPCP and RPCP Student Seats

- MPCP and RPCP schools will indicate the **total** choice seats available on the Intent to Participate form, but you are not required to notify DPI if the number changes throughout the school year.

Notes:

Choice schools in the Milwaukee and Racine programs will indicate the **total** choice seats available on the Intent to Participate form, but you are not required to notify DPI if the number changes throughout the school year.

3-4.9 Changes to Available MPCP and RPCP Student Seats, continued

Changes to Available MPCP and RPCP Student Seats (cont)

- If a school needs to change the number of choice seats available, do the following:
 - Changes must be made before the start of the next open application period. Choice schools must be able to inform parents or DPI how many choice seats are available in each class, and how many are on the waiting list, if applicable.
 - Schools must fill open seats from the waiting list, if applicable.

Notes:



If a Milwaukee or Racine school needs to change the number of choice seats available, do the following:

- Changes must be made before the start of the next open application period.
- Choice schools must be able to inform parents or DPI how many Choice seats are available in each class, and how many are on the waiting list, if applicable.
- Schools must fill open seats from the waiting list, if applicable.

It is not necessary to notify DPI of changes, unless requested.

Remember, you may never exceed a capacity limit that may have been placed on your facility by your local municipality.

3-4.10 Change of Choice Administrator

Change of Choice Administrator

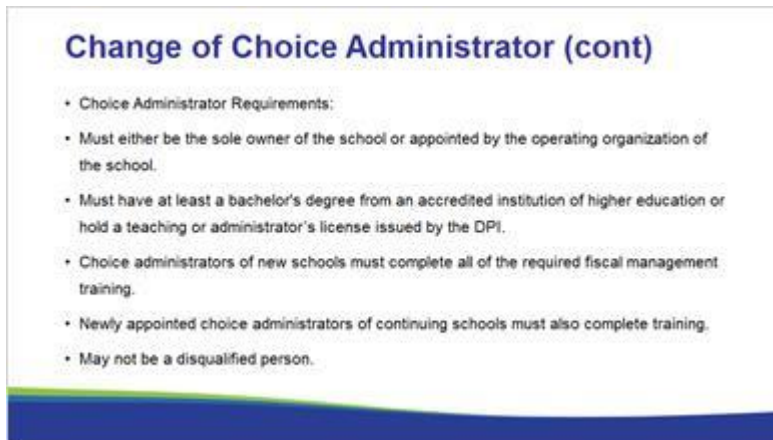
- If a new Choice Administrator is appointed, notify DPI using the School Information Update form.
- The form must be signed by the chair of the school's governing board.
- Choice Administrators must meet the following program requirements:

Notes:

If a new Choice Administrator is appointed after the Intent to Participate process is complete, schools notify DPI using the School Information Update form.

The form needs to be signed by the chair of the school's governing board, and the new administrator must meet certain requirements, including completion of required training.

3-4.11 Change of Choice Administrator, continued



Notes:

The Choice Administrator is limited to either the sole owner of the school or someone appointed by the operating organization of the school.

The Choice Administrator must have at least a bachelor's degree from an accredited institution or have a Wisconsin teaching or administrator's license.

Check the U.S. Department of Education's Database of Accredited Postsecondary Institutions and Programs website for a list of accredited institutions. A link to the website is in the Resources tab at the top of the training screen.

Newly appointed Choice administrators must complete training.

See the Choice New School Training webpage for more information on which trainings are applicable to you. A link to the Choice New School Training webpage is in the Resources tab at the top of the training screen.



3-4.12 Agreement/Signature on the School Information Update Form

Agreement/Signature on the School Information Update Form

AGREEMENT / SIGNATURE

I, the undersigned, hereby certify that I am a duly authorized representative of the school and that I am signing this form on behalf of the school. I understand that the school is participating in the program and that the school is responsible for ensuring that the school complies with all the requirements of the program. I understand that the school is responsible for ensuring that the school complies with all the requirements of the program. I understand that the school is responsible for ensuring that the school complies with all the requirements of the program.

I, the undersigned, hereby certify that I am a duly authorized representative of the school and that I am signing this form on behalf of the school. I understand that the school is participating in the program and that the school is responsible for ensuring that the school complies with all the requirements of the program. I understand that the school is responsible for ensuring that the school complies with all the requirements of the program. I understand that the school is responsible for ensuring that the school complies with all the requirements of the program.

I, the undersigned, hereby certify that I am a duly authorized representative of the school and that I am signing this form on behalf of the school. I understand that the school is participating in the program and that the school is responsible for ensuring that the school complies with all the requirements of the program. I understand that the school is responsible for ensuring that the school complies with all the requirements of the program. I understand that the school is responsible for ensuring that the school complies with all the requirements of the program.

School Name: _____ Choice Administrator Name: _____

Choice Administrator's Signature: _____ Date Signed (M/D/Y): _____

Notes:

All School Information Update forms must be signed on the back of the form by the Choice Administrator.

3-4.13 Agreement/Signature on the School Information Update Form, continued

Agreement/Signature on the School Information Update Form (cont)

GOVERNANCE BOARD AUTHORIZATION

If the school has a new choice administrator, the signature of the governance board chairperson is required. The board chairperson's signature is not required for changes other than a new administrator.

I ATTEST, BY SIGNING THIS FORM, the governing board of the school has appointed the individual listed above to serve as the school's choice administrator. This change is to take effect on the date indicated above.

Governance Board Chairperson Name: _____

Governance Board Chairperson's Signature: _____ Date Signed (M/D/Y): _____

Notes:

If a new Choice administrator is being appointed, the signature of the chair of the governing board is required. The chair's signature is not required for other changes.



Notes:

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.